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A

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25, 26 and 28 August 1997
Agenda item 2 (b) (i)

CALENDAR OF CONFERENCES AND MEETINGS: IMPROVED UTILIZATION OF CONFERENCE-SERVICING RESOURCES: MEETING STATISTICS OF UNITED NATIONS ORGANS

Report of the Secretary-General

1. Annex I to the present document contains statistical data on the planned and actual utilization of conference resources allocated to a core sample of bodies that met in 1996, compiled in accordance with the experimental methodology adopted as final by the Committee on Conferences at its 348th meeting, on 18 May 1993. The data include compliance and availability indices for assessing compliance with the deadlines for the submission of pre-session documentation and availability of such documentation for bodies based in New York, Geneva and Vienna, which were proposed by the Committee on Conferences at its substantive session of 1992.

2. Annex II contains an analysis of the statistics, including the overall and average utilization factors, and a breakdown in terms of percentages of the meeting ratio and planning accuracy factor of the bodies in the sample.

3. In general, the bodies in the sample meet on a regular basis, and it may be assumed that their performance is a reflection of United Nations bodies as a whole. Clearly, however, such measures as the utilization factor can depend on particulars that do not apply to all United Nations bodies.

4. In accordance with decisions of the Committee on Conferences, the time utilized for informal meetings or consultations held before the start or after the adjournment of officially scheduled meetings is not included as time lost owing to late starting or early ending of meetings.

5. An explanation of column headings that appear in the annexes follows:

A Number of meetings planned by a given organ at a scheduled session;

B Number of additional meetings held during the session;

C Number of meetings cancelled during the session;

D Number of meetings actually held;

E Number of unrelated reassignments;

F Amount of time lost owing to late starting (hours/minutes);

G Amount of time lost owing to early ending (hours/minutes);

MR Meeting ratio, calculated as meetings held as a percentage of meetings available to a given body (D as a percentage of A);

PAF Planning accuracy factor, calculated as meetings planned, minus additional meetings, minus cancellations, all as a percentage of meetings planned (A minus B minus C as a percentage of A);

UF Utilization factor, the percentage of available conference resources actually used by the organ in question. The utilization factor is based on the following calculation:

$$\frac{(A + B) - (C - E) - (F/3 + G/6)}{(A + B)} = UF$$

In the foregoing calculation, the number of hours lost as a result of late starting is converted into the equivalent of meetings lost by dividing the total by three, as the standard meeting time is three hours. The number of hours lost as a result of early ending is converted into the equivalent of meetings lost by dividing the total by six: as early ending may be an indication of efficiency, it is weighted less heavily than late starting. The number of unrelated assignments is subtracted from the number of cancelled meetings. The difference between the two and the number of meetings lost is then subtracted from the sum of meetings planned and additional meetings held. The result is expressed as a percentage of the sum of meetings planned and additional meetings held;

CI Compliance index, calculated as the percentage of pre-session documentation issued in accordance with the six-week rule;

AI Availability index, calculated as the actual rate of delivery presented on a week-by-week basis.

6. Pursuant to a request made by the Committee on Conferences at its substantive session of 1995 and to a subsequent decision taken by the Committee at its organizational session for 1996, a synoptic report by sector on meetings held during the bienniums 1994-1995 and 1996-1997 will be contained in an addendum.

Annex I

A. New York

	A	B	C	D	E	F/G	MR	PAF	UF
Advisory Committee on Administrative and Budgetary Questions (ACABQ) 1 February-3 May	128	1	24	105	13	8.20/ 52.25	82	80	82

	A	B	C	D	E	F/G	MR	PAF	UF
ACABQ 28 May-14 June	28	-	12	16	4	1.15/ 11.55	57	57	64

	A	B	C	D	E	F/G	MR	PAF	UF
ACABQ 16 September-20 December	136	1	40	97	24	7.00/ 73.25	71	70	78

	A	B	C	D	E	F/G	MR	PAF	UF
Commission on Human Rights - Working Group on Enforced or Involuntary Disappearances 3-7 June	10	-	4	6	-	1.05/ 0.20	60	60	60

	CI	AI					
		Issued by end of week:					
		6	5	4	3	2	1

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	A	B	C	D	E	F/G	MR	PAF	UF
Commission on Population and Development 26 February-1 March	10	-	-	10	-	3.2/1.0	100	100	90
	CI					AI			
	36								
						Issued by end of week:			
				6	5	4	3	2	1
				-	27	-	-	27	10

	A	B	C	D	E	F/G	MR	PAF	UF
Commission for Social Development, special session 21-31 May	16	-	-	16	-	9.15/ 0.10	100	100	81
	CI					AI			
	43								
						Issued by end of week:			
				6	5	4	3	2	1
				-	-	-	-	14	43

	A	B	C	D	E	F/G	MR	PAF	UF
Commission on the Status of Women 11-22 March	40	1	2	39	-	18.55/ 5.20	98	93	78

CI	AI
5	

Issued by end of week:

6	5	4	3	2	1
-	-	-	14	19	62

	A	B	C	D	E	F/G	MR	PAF	UF
Commission on Sustainable Development - Ad Hoc Inter-sessional Working Group on Sectoral Issues 26 February-1 March	10	-	1	9	-	3.15/-	90	90	80

CI	AI
-	

Issued by end of week:

6	5	4	3	2	1
-	-	-	100	-	-

	A	B	C	D	E	F/G	MR	PAF	UF
Commission on Sustainable Development - Ad Hoc Inter-sessional Working Group on Finance 4-8 March	10	-	1	9	-	4.0/0.4	90	90	80
	CI					AI			
						Issued by end of week:			
				6	5	4	3	2	1
				-	-	100	-	-	-

	A	B	C	D	E	F/G	MR	PAF	UF
Commission on Sustainable Development 18 April-3 May	48	-	12	36	5	13.50/ 6.05	75	75	73
	CI					AI			
	17								
						Issued by end of week:			
				6	5	4	3	2	1
				2	10	8	23	13	17

	A	B	C	D	E	F/G	MR	PAF	UF
Committee on Conferences 19-23 August	8	1	3	6	-	1.25/ 2.55	75	50	67
	CI					AI			
	38								
						Issued by end of week:			
				6	5	4	3	2	1
				-	-	12	-	38	12

	A	B	C	D	E	F/G	MR	PAF	UF
Committee on Contributions, special session 26 February-1 March	10	-	2	8	1	1.35/ 0.05	80	80	90
	CI					AI			
	-								
						Issued by end of week:			
				6	5	4	3	2	1
				-	-	-	-	100	-

	A	B	C	D	E	F/G	MR	PAF	UF
Committee on Contributions 10-28 June	22	-	1	21	-	7.2/3.0	95	95	86
	CI					AI			
	-								
						Issued by end of week:			
				6	5	4	3	2	1
				-	-	17	17	17	34

	A	B	C	D	E	F/G	MR	PAF	UF
Committee on Information 6-17 May	18	-	3	15	1	8.40/ 12.55	83	83	61
	CI					AI			
	25								
						Issued by end of week:			
				6	5	4	3	2	1
				-	-	-	50	25	-

	A	B	C	D	E	F/G	MR	PAF	UF
Committee for Programme and Coordination, thirty-sixth session, first part 3-28 June	40	8	2	46	1	14.35/ 1.25	115	75	88

CI	AI
8	

Issued by end of week:

6	5	4	3	2	1
18	33	25	8	8	-

	A	B	C	D	E	F/G	MR	PAF	UF
Committee for Programme and Coordination, thirty-sixth session, second part 26 August-6 September	19	4	1	22	-	5.4/ 1.3	116	74	87

CI	AI
-	

Issued by end of week:

6	5	4	3	2	1
100	-	-	-	-	-

/...

	A	B	C	D	E	F/G	MR	PAF	UF
Economic and Social Council, organizational session 6-9 February	8	-	4	4	-	2.25/ 2.15	50	50	38
	CI					AI			
	-								
						Issued by end of week:			
				6	5	4	3	2	1
				-	-	-	50	20	20

	A	B	C	D	E	F/G	MR	PAF	UF
Economic and Social Council, resumed organizational session 2 and 3 May	4	-	-	4	-	2.05/ 0.50	100	100	75
	CI					AI			
	-								
						Issued by end of week:			
				6	5	4	3	2	1
				-	6	29	6	6	53

	A	B	C	D	E	F/G	MR	PAF	UF
Economic and Social Council, substantive session 26 June-26 July	90	-	21	69	6	28.35/ 11.05	77	77	70
	CI					AI			
	9								
						Issued by end of week:			
				6	5	4	3	2	1
				8	6	8	9	6	14

	A	B	C	D	E	F/G	MR	PAF	UF
Economic and Social Council, resumed substantive session 13-22 November	4	1	-	5	-	1.10/-	125	75	100
	CI					AI			
	46								
						Issued by end of week:			
				6	5	4	3	2	1
				15	9	-	-	15	15

	A	B	C	D	E	F/G	MR	PAF	UF
General Assembly, fifty-first session, plenary	125	3	37	91	19	9.55/ 26.30	73	68	80

	A	B	C	D	E	F/G	MR	PAF	UF
General Assembly, fifty-first session, First Committee	38	-	7	31	5	6.35/ 17.45	82	82	82

	A	B	C	D	E	F/G	MR	PAF	UF
General Assembly, fifty-first session, Special Political and Decolonization Committee (Fourth Committee)	40	1	18	23	11	2.15/ 13.35	58	53	76

	A	B	C	D	E	F/G	MR	PAF	UF
General Assembly, fifty-first session, Second Committee	61	4	8	57	2	9.55/ 19.40	93	80	82

	A	B	C	D	E	F/G	MR	PAF	UF
General Assembly, fifty-first session, Third Committee	62	2	5	59	2	9.2/ 34.0	95	89	81

	A	B	C	D	E	F/G	MR	PAF	UF
General Assembly, fifty-first session, Fifth Committee	107	19	6	120	2	24.50/ 18.55	112	77	88

	A	B	C	D	E	F/G	MR	PAF	UF
General Assembly, fifty-first session, Sixth Committee	78	9	4	83	4	15.45/ 7.35	106	83	93

	A	B	C	D	E	F/G	MR	PAF	UF
Human Rights Committee, Working Group on Communications 11-15 March	10	-	-	10	-	2.30/ 2.05	100	100	90

	A	B	C	D	E	F/G	MR	PAF	UF
Human Rights Committee 18 March-4 April	28	-	-	28	-	7.05/ 1.05	100	100	93

	A	B	C	D	E	F/G	MR	PAF	UF
International Civil Service Commission 31 July-13 August	20	-	2	18	-	3.00/1.05	90	90	85

CI	AI
-	

Issued by end of week:

6	5	4	3	2	1
-	-	18	9	64	9

	A	B	C	D	E	F/G	MR	PAF	UF
Special Committee on the Charter of the United Nations and the Strengthening of the Role of the Organization 21 February-5 March	20	1	3	18	3	10.0/9.5	90	80	76
	CI					AI			
	34								
						Issued by end of week:			
				6	5	4	3	2	1
				-	-	-	-	-	33

	A	B	C	D	E	F/G	MR	PAF	UF
Special Committee on Peacekeeping Operations 1-26 April	36	-	8	28	6	12.2/ 6.3	78	78	81
	CI					AI			
	100								
						Issued by end of week:			
				6	5	4	3	2	1
				-	-	-	-	-	-

	A	B	C	D	E	F/G	MR	PAF	UF
Statistical Commission, Working Group on International Statistical Programmes and Coordination 16-19 April	8	-	2	6	1	0.05/ 1.10	75	75	88

CI	AI
19	

Issued by end of week:

6	5	4	3	2	1
9	36	36	-	-	-

	A	B	C	D	E	F/G	MR	PAF	UF
United Nations Commission on International Trade Law (UNCITRAL) - Working Group on International Contract Practices, twenty-fifth session 8-19 July	18	-	1	17	-	4.25/ 0.55	94	94	89

CI	AI
17	

Issued by end of week:

6	5	4	3	2	1
-	17	17	17	33	0

	A	B	C	D	E	F/G	MR	PAF	UF
UNCITRAL - Working Group on Insolvency Law 1-12 April	16	-	-	16	-	3.50/ 3.15	100	100	88
	CI					AI			
	50								
						Issued by end of week:			
				6	5	4	3	2	1
				-	-	-	8	8	33

	A	B	C	D	E	F/G	MR	PAF	UF
UNCITRAL, twenty-ninth session 28 May-14 June	26	-	2	24	1	7.2/1.0	92	92	88
	CI					AI			
	36								
						Issued by end of week:			
				6	5	4	3	2	1
				7	6	9	6	15	21

	A	B	C	D	E	F/G	MR	PAF	UF
United Nations Children's Fund (UNICEF) - Executive Board, first regular session 22-26 January	10	-	2	8	2	1.35/ 1.10	80	80	90

CI	AI
6	

Issued by end of week:

6	5	4	3	2	1
33	37	4	16	2	2

	A	B	C	D	E	F/G	MR	PAF	UF
UNICEF - Executive Board, second regular session 9-12 April	8	-	-	8	-	1.55/ 0.20	100	100	88

CI	AI
22	

Issued by end of week:

6	5	4	3	2	1
-	16	34	16	3	9

	A	B	C	D	E	F/G	MR	PAF	UF
UNICEF - Executive Board, annual session 17-21 June	10	-	1	9	1	2.2/ 1.3	90	90	90
	CI					AI			
	-								
						Issued by end of week:			
				6	5	4	3	2	1
				8	25	42	-	17	-

	A	B	C	D	E	F/G	MR	PAF	UF
UNICEF - Executive Board, third regular session 16-19 September	8	-	-	8	-	2.55/ 2.25	100	100	88
	CI					AI			
	12								
						Issued by end of week:			
				6	5	4	3	2	1
				28	5	10	7	30	8

	A	B	C	D	E	F/G	MR	PAF	UF
United Nations Development Programme/United Nations Population Fund (UNDP/UNFPA) - Executive Board, first regular session 15-19 January	10	-	-	10	-	2.4/-	100	100	90
	CI					AI			
	3								
						Issued by end of week:			
				6	5	4	3	2	1
				-	-	3	13	78	3

	A	B	C	D	E	F/G	MR	PAF	UF
UNDP/UNFPA - Executive Board, second regular session 25-29 March	10	-	-	10	-	2.3/1.0	100	100	90
	CI					AI			
	18								
						Issued by end of week:			
				6	5	4	3	2	1
				-	-	11	32	32	7

	A	B	C	D	E	F/G	MR	PAF	UF
UNDP/UNFPA - Executive Board, third regular session 9-13 September	10	-	-	10	-	2.4/ 0.3	100	100	90

CI	AI
-	

Issued by end of week:

6	5	4	3	2	1
6	14	14	26	9	31

B. Geneva

	A	B	C	D	E	F/G	MR	PAF	UF
Commission on Human Rights, fifty-second session 18 March-26 April	56	13	1	68	-	16.35/ 22.10	121	75	84

CI	AI
16	

Issued by end of week:

6	5	4	3	2	1
-	6	11	12	4	1

	A	B	C	D	E	F/G	MR	PAF	UF
Commission on Human Rights-Subcommission on Prevention of Discrimination and Protection of Minorities, Working Group on Indigenous Populations 29 July-3 August	10	2	-	12	-	3.50/ 0.35	120	80	92

	A	B	C	D	E	F/G	MR	PAF	UF
Committee on the Rights of the Child, eleventh session 8-26 January	30	-	3	27	-	5.00/ 5.55	90	90	80

CI	AI
-	

Issued by end of week:

6	5	4	3	2	1
-	-	-	-	-	-

	A	B	C	D	E	F/G	MR	PAF	UF
Committee on the Rights of the Child, twelfth session 20 May-7 June	28	-	6	22	-	5.40/ 2.15	79	79	71

CI	AI
5	

Issued by end of week:

6	5	4	3	2	1
-	-	-	32	-	-

	A	B	C	D	E	F/G	MR	PAF	UF
Committee on the Rights of the Child, thirteenth session 23 September-11 October	30	-	-	30	-	5.5/ 4.0	100	100	90
	CI					AI			
	56								
						Issued by end of week:			
				6	5	4	3	2	1
				-	-	-	6	6	-

	A	B	C	D	E	F/G	MR	PAF	UF
Committee against Torture, sixteenth session 30 April-10 May	20	-	2	18	-	1.35/ 1.40	90	90	85
	CI					AI			
	23								
						Issued by end of week:			
				6	5	4	3	2	1
				-	2	12	17	6	14

	A	B	C	D	E	F/G	MR	PAF	UF
Committee against Torture, seventeenth session 11-22 November	20	-	1	19	-	1.30/ 2.15	95	95	90
	CI					AI			
	9								
						Issued by end of week:			
				6	5	4	3	2	1
				-	48	17	-	13	13

	A	B	C	D	E	F/G	MR	PAF	UF
Committee on Economic, Social and Cultural Rights, fourteenth session 30 April-17 May	28	-	-	28	-	6.30/ 2.55	100	100	93
	CI					AI			
	51								
						Issued by end of week:			
				6	5	4	3	2	1
				-	5	-	-	-	-

	A	B	C	D	E	F/G	MR	PAF	UF
Committee on Economic, Social and Cultural Rights, fifteenth session 18 November-6 December	30	-	1	29	-	5.10/ 0.25	97	97	90
	CI					AI			
	41								
						Issued by end of week:			
				6	5	4	3	2	1
				-	14	-	14	9	-

	A	B	C	D	E	F/G	MR	PAF	UF
Committee on the Elimination of Racial Discrimination, forty-eighth session 26 February-15 March	30	-	2	28	-	0.30/-	93	93	93
	CI					AI			
	34								
						Issued by end of week:			
				6	5	4	3	2	1
				-	-	3	19	10	30

	A	B	C	D	E	F/G	MR	PAF	UF
Committee on the Elimination of Racial Discrimination, forty-ninth session 5-25 August	30	-	1	29	-	1.25/ 1.30	97	97	97
	CI					AI			
	17								
						Issued by end of week:			
				6	5	4	3	2	1
				-	16	5	4	19	26

	A	B	C	D	E	F/G	MR	PAF	UF
Committee of Experts on the Transport of Dangerous Goods 2-11 December	16	-	2	14	-	0.2/ 2.4	88	88	88
	CI					AI			
	57								
						Issued by end of week:			
				6	5	4	3	2	1
				-	18	9	-	4	-

	A	B	C	D	E	F/G	MR	PAF	UF
Subcommittee of Experts on the Transport of Dangerous Goods, twelfth session 1-12 July	20	-	-	20	-	1.00/ 0.15	100	100	100

CI	AI
9	

Issued by end of week:					
6	5	4	3	2	1
-	-	33	-	47	-

	A	B	C	D	E	F/G	MR	PAF	UF
Human Rights Committee, fifty-seventh session 6-26 July	30	-	-	30	-	0.50/-	100	100	100

	A	B	C	D	E	F/G	MR	PAF	UF
Human Rights Committee, fifty-eighth session 21 October-8 November	30	-	1	29	-	7.20/ 0.55	97	97	90

	A	B	C	D	E	F/G	MR	PAF	UF
International Law Commission, forty-eighth session 6 May-26 July	93	-	-	93	-	12.20/ 11.05	100	100	94

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	A	B	C	D	E	F/G	MR	PAF	UF
Office of the United Nations High Commissioner for Refugees - Executive Committee, forty-seventh session 7-11 October	10	1	1	10	-	3.45/ 5.25	100	80	73

	A	B	C	D	E	F/G	MR	PAF	UF
Special Committee to Investigate Israeli Practices Affecting the Human Rights of the Palestinian People and Other Arabs of the Occupied Territories 28 February-1 March	6	-	2	4	1	0.4/ 1.2	67	67	83

	A	B	C	D	E	F/G	MR	PAF	UF
UNCTAD - Trade and Development Board, twelfth executive session 26 February-29 March	47	10	9	48	-	17.4/ 11.2	102	60	70

	A	B	C	D	E	F/G	MR	PAF	UF
UNCTAD - Trade and Development Board, thirteenth executive session 8 July	2	-	1	1	-	0.35/ 0.20	50	50	50

	A	B	C	D	E	F/G	MR	PAF	UF
UNCTAD - Trade and Development Board, forty-third session 7-18 October	28	-	-	28	-	12.4/ 9.0	100	100	79

	A	B	C	D	E	F/G	MR	PAF	UF
UNDP/UNFPA - Annual session of the Executive Board 6-17 May	18	-	1	17	-	3.0/ 1.2	94	94	89
	CI					AI			
	6								
						Issued by end of week:			
				6	5	4	3	2	1
				-	25	-	25	13	41

C. Vienna

	A	B	C	D	E	F/G	MR	PAF	UF
Commission on Crime Prevention and Criminal Justice, fifth session 21-31 May	16	-	-	16	-	3.45/ 0.25	100	100	94
	CI					AI			
	8								
						Issued by end of week:			
				6	5	4	3	2	1
				1	3	3	4	11	70

	A	B	C	D	E	F/G	MR	PAF	UF
Commission on Narcotic Drugs, thirty-ninth session 16-25 April	16	-	-	16	-	3.56/ 0.20	100	100	94

CI	AI
26	

Issued by end of week:					
6	5	4	3	2	1
5	13	6	2	7	42

	A	B	C	D	E	F/G	MR	PAF	UF
Commission on Narcotic Drugs, thirty-ninth session Committee of the Whole 18-23 April	8	-	-	8	-	1.25/ 0.15	100	100	100

	A	B	C	D	E	F/G	MR	PAF	UF
Committee on the Peaceful Uses of Outer Space (COPUOS), Scientific and Technical Subcommittee, thirty-third session 12-23 February	20	-	1*	19	-	4.1/ 7.4	95	95	85

CI	AI
6	

Issued by end of week:

6	5	4	3	2	1
18	9	10	6	5	47

* Owing to early ending of the session.

	A	B	C	D	E	F/G	MR	PAF	UF
COPUOS - Legal Subcommittee, thirty-fifth session 18 March-4 April	20	-	4*	16	-	4.5/ 9.1	80	80	60

CI	AI
45	

Issued by end of week:

6	5	4	3	2	1
6	21	12	3	1	11

* Three cancellations owing to early ending of the session.

	A	B	C	D	E	F/G	MR	PAF	UF
COPUOS, thirty-ninth session 3-14 June	19	-	-	19	-	4.50/ 2.25	100	100	89

CI	AI
85	

Issued by end of week:

6	5	4	3	2	1
-	-	-	1	2	11

	A	B	C	D	E	F/G	MR	PAF	UF
International Civil Service Commission, forty-third session 10 April-7 May	37	-	1	36	-	10.45/ 1.30	97	97	86

	A	B	C	D	E	F/G	MR	PAF	UF
International Narcotics Control Board, sixtieth session 13-24 May	20	-	-	20	-	0.25/ 6.10	100	100	95

CI	AI
6	

Issued by end of week:

6	5	4	3	2	1
24	12	18	-	-	41

	A	B	C	D	E	F/G	MR	PAF	UF
International Narcotics Control Board, sixty-first session 28 October-15 November	28	-	-	28	-	2.15/ 0.30	100	100	96
	CI					AI			
	20								
						Issued by end of week:			
				6	5	4	3	2	1
				-	-	-	23	17	40

	A	B	C	D	E	F/G	MR	PAF	UF
United Nations Commission on International Trade Law (UNCITRAL), Working Group on Electronic Data Interchange, thirtieth session 26 February-8 March	18	-	1	17	-	4.45/ 14.15	94	94	72
	CI					AI			
	-								
						Issued by end of week:			
				6	5	4	3	2	1
				-	-	-	20	20	60

	A	B	C	D	E	F/G	MR	PAF	UF
UNCITRAL, Working Group on Insolvency Law, twentieth session 7-18 October	18	-	1	17	-	3.4/ 0.4	94	94	89
	CI					AI			
	-								
				Issued by end of week:					
				6	5	4	3	2	1
				-	-	50	50	-	-

	A	B	C	D	E	F/G	MR	PAF	UF
UNCITRAL, Working Group on International Contract Practices, twenty-sixth session 11-22 November	18	-	1	17	-	2.00/ 1.35	94	94	89
	CI					AI			
	17								
				Issued by end of week:					
				6	5	4	3	2	1
				33	50	-	-	-	-

	A	B	C	D	E	F/G	MR	PAF	UF
United Nations Scientific Committee on the Effects of Atomic Radiation, forty-fifth session 17-21 June	15	-	-	15	-	0.15/ 2.05	100	100	100

CI	AI
58	

Issued by end of week:

6	5	4	3	2	1
8	8	8	17	-	-

	A	B	C	D	E	F/G	MR	PAF	UF
UNRWA - Provident Fund Committee 25 and 26 April	4	-	-	4	-	-	100	100	100

Annex II

Analysis of the statistics

1. The overall utilization factor for 1996 was 83 per cent. This figure is computed by totalling the data in the six columns for all bodies in the three locations and treating them as if they reflected a single body, as follows:

Duty station	A	B	C	D	E	F/G	UF
New York	1 418	56	239	1 235	114	280/357	81
Geneva	610	26	33	603	1	113/88	87
Vienna	257	-	9	248	-	47/47	87
	2 285	82	281	2 086	115	440/492	83

2. The overall utilization factor for 1996 shows a sharp gain of 7 per cent against the same factor for 1995 (76 per cent), as reported in paragraph 1 of the report of the Secretary-General of 2 August 1996 (A/AC.172/1996/3).

3. The average utilization factor for 1996 was 85. This figure is computed by totalling the utilization factors of each body under review at each session held during a given year and dividing that figure by the number of sessions held (i.e. in 1996, 6,594/78). The average utilization factors for the period from 1987 to 1996 were as follows:

1987	1988	1989	1990	1991	1992	1993	1994	1995	1996
77	75	75	70	77	78	83	82	78	85

4. The study indicates a decline in average utilization from 1987 to 1990, followed by a considerable rebound of 7 points in 1991. The improvement continued thereafter, with a particularly striking advance of 5 points in 1993, only to be followed by declines in the next two years. The average utilization factor of 85 for 1996 is a remarkable 7 per cent rise against the same factor for 1995.

5. The utilization factors for the bodies in the sample for the period from 1994 to 1996 are presented below in tabular form for purposes of comparison:

Utilization factor (percentage)	Number of sessions		
	1994	1995	1996
0-19	-	-	-
20-29	-	1	-
30-39	2	1	1
40-49	-	1	-
50-59	3	6	-
60-69	8	11	5
70-79	16	18	12
80-100	47	44	60
Total number	76	82	78

6. In 1994 and 1995, 3 per cent and 4 per cent of the bodies, respectively, fell in the lowest range of 0-49 per cent. In 1996, 1 per cent of the bodies fell in that range. In 1994 and 1995, 35 per cent and 43 per cent of the bodies, respectively, used 50-79 per cent of their resources; in 1996, 22 per cent of the bodies did so. As to compliance with the benchmark, in 1994 and 1995, 62 per cent and 54 per cent of the bodies, respectively, had a utilization factor of 80 per cent or higher. However, in 1996, 77 per cent of the bodies in the sample utilized 80 per cent or more of their conference-servicing resources.

7. The figures are summarized as follows:

Percentage of resources utilized	Percentage of sessions held		
	1994	1995	1996
80-100	62	54	77
50-79	35	43	22
0-49	3	4	1

8. The following is a breakdown of the meeting ratios of the bodies in the sample for 1996:

Percentage	Number of sessions
20-29	-
30-39	-
40-49	-
50-59	3
60-69	2
70-79	8
80-89	7
90-100	58
Total	78

9. Thus, in 1996, 17 per cent of the bodies in the sample had meeting ratios below 80 per cent; 83 per cent had meeting ratios above 80 per cent. Seventy-four per cent of the bodies had meeting ratios of 90 per cent or higher, or an increase of 4 per cent over 1995.

10. The following is a breakdown of the planning accuracy factors of the bodies in the sample for 1996:

Percentage	Number of sessions
0-39	-
40-49	-
50-59	4
60-69	4
70-79	11
80-89	13
90-100	46
Total	78

11. Thus, in 1996, 24 per cent of the bodies had planning accuracy factors below 80 per cent; 76 per cent of the bodies had factors above 80 per cent. Fifty-nine per cent of the bodies had planning accuracy factors of 90 to 100 per cent, or an increase of 9 per cent over 1995.

12. The improved performance all around over previous years may be attributed to several causes. For example, the higher utilization factors in part reflect the decreased weight given to early endings. However, the principal reasons for the gain include the strong efforts made by the President of the General Assembly at its fifty-first session, the vigorous campaigns carried out by the

Committee on Conferences, the numerous General Assembly resolutions on the pattern of conferences, as well as the monitoring, consultations, active dialogue and letter-writing campaigns of the Secretariat, all of which have helped to increase the awareness of United Nations bodies of the importance of utilizing conference-servicing resources efficiently and effectively.

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CALENDAR OF CONFERENCES AND MEETINGS: IMPROVED UTILIZATION OF CONFERENCE-SERVICING RESOURCES: MEETING STATISTICS OF UNITED NATIONS ORGANS

Report of the Secretary-General

Addendum

Synoptic report on meetings held during the bienniums 1994-1995 and 1996-1997

1. The present addendum, which includes synoptic tables, by sector of conference services provided during the bienniums 1994-1995 and 1996-1997, as well as a breakdown of meeting services and documentation costs, is submitted in compliance with requests made by the Committee on Conferences at its 1995 substantive session and its organizational session for 1996. It contains actual data on conference services provided in New York for the years 1994, 1995 and 1996. Estimates for 1997 are also included; they comprise actual data for the first half of the year and projections for the second half. The projections are based on the assumption that, for each element in table 3 below, the proportion of the annual workload to be done in the second half of the current year will be the same as the proportion done in the second half of 1996.

2. The breakdown of the information by sector is based primarily on the principal organs of the United Nations, i.e., the General Assembly, the Security Council, the Economic and Social Council, the Trusteeship Council and the Secretariat, as follows:

(a) Sector A includes the General Assembly, its Main Committees and subsidiary bodies, except those related to disarmament, outer space affairs and decolonization;

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(b) Sector B includes the Security Council and its subsidiary bodies, as well as bodies related to disarmament and outer space affairs;

(c) Sector C includes the Economic and Social Council, its functional commissions and subsidiary bodies, as well as other organs active in the economic and social fields, mainly the governing bodies of the United Nations Development Programme and the United Nations Children's Fund;

(d) Sector D includes the Trusteeship Council, if applicable, and the Special Committee on the Situation with regard to the Implementation of the Declaration on the Granting of Independence to Colonial Countries and Peoples;

(e) Sector E includes special conferences, their preparatory machinery and certain bodies established as a result of such conferences, like bodies of the International Seabed Authority, and activities related, among other things, to the International Conference on Population and Development, the World Summit for Social Development, the Fourth World Conference on Women and the United Nations Conference on Human Settlements;

(f) Sector F includes services provided as a result of standing mandates of the Secretariat or at its initiative. As far as meetings services are concerned, this category includes mainly meetings of representatives of countries contributing troops to peacekeeping operations and press conferences convened by the Secretary-General or the Department of Public Information. In the fields of translation, text-processing and reproduction, the highest volumes of work are accounted for by public information materials, administrative issuances, official correspondence, Dag Hammarskjöld Library publications, the Journal of the United Nations and treaties deposited with the Secretary-General;

(g) Sector G includes meetings of the regional groups and other intergovernmental meetings other than meetings of United Nations bodies, for example, meetings of the Movement of Non-Aligned Countries and the Group of 77.

3. In tables 1, 2 and 3 below, the data on the number of meetings include those meetings, both formal and informal, that were provided with interpretation services, including meetings held away from Headquarters but serviced by Headquarters staff. The other categories of services are self-explanatory. Services for which a sectoral breakdown is not available are excluded (central management, planning and control, reference and terminology, editing, copy preparation, proofreading and distribution).

Table 1

Biennium 1994-1995 - Conference services provided, by sector

Services	Sectors							Total
	A	B	C	D	E	F	G	
Meetings								
Number	3 224	1 442	1 105	71	831	225	670	7 568
Percentage	43	19	15	1	11	3	8	100
Verbatim records								
Number	285	368	-	29	5	-	-	687
Percentage	41	54	-	4	1	-	-	100
Summary records								
Number	682	133	78	-	51	-	-	944
Percentage	73	14	8	-	5	-	-	100
Translation/ revision								
Thousands of words	107 852	35 953	40 183	2 097	10 577	14 806	-	211 468
Percentage	51	17	19	1	5	7	-	100
Text-processing								
Thousands of words	220 510	59 065	66 940	3 938	19 688	23 626	-	393 767
Percentage	56	15	17	1	5	6	-	100
Reproduction								
Thousands of page impressions	524 119	134 440	363 521	5 995	123 990	417 574	-	1 569 639
Percentage	33	9	23	1	7	27	-	100

Table 2

1996 - Conference services provided, by sector

Services	Sectors							Total
	A	B	C	D	E	F	G	
Meetings								
Number	1 607	562	592	21	207	41	346	3 376
Percentage	48	17	17	1	6	1	10	100
Verbatim records								
Number	144	150	-	-	-	-	-	294
Percentage	49	51	-	-	-	-	-	100
Summary records								
Number	330	35	56	12	-	-	-	433
Percentage	76	8	13	3	-	-	-	100
Translation/ revision								
Thousands of words	47 975	12 050	19 606	843	1 805	6 585	-	88 864
Percentage	54	14	22	1	2	7	-	100
Text-processing								
Thousands of words	93 423	23 150	30 749	1 346	3 154	11 172	-	162 994
Percentage	57	14	19	1	2	7	-	100
Reproduction								
Thousands of page impressions	196 696	63 303	91 536	1 555	21 762	178 213	-	553 065
Percentage	35	11	17	1	4	32	-	100

Table 3

1997 - Conference services provided, by sector

(Estimates)

Services	Sectors							Total
	A	B	C	D	E	F	G	
Meetings								
Number	1 711	647	618	104	117	130	349	3 676
Percentage	47	18	17	3	3	3	9	100
Verbatim records								
Number	207	193	-	-	-	-	-	400
Percentage	52	48	-	-	-	-	-	100
Summary records								
Number	323	39	17	94	5	-	-	478
Percentage	68	8	3	20	1	-	-	100
Translation/ revision								
Thousands of words	61 094	13 236	21 331	1 662	1 896	3 309	-	102 528
Percentage	59	13	21	2	2	3	-	100
Text-processing								
Thousands of words	118 186	24 043	35 592	2 468	3 543	7 293	-	191 126
Percentage	62	12	19	1	2	4	-	100
Reproduction								
Thousands of page impressions	230 516	66 416	114 609	1 900	8 624	172 130	-	594 195
Percentage	38	11	19	1	2	29	-	100

4. In order to meet the request of the Committee on Conferences to be provided with a breakdown of meeting services and documentation costs, the actual expenditures incurred by Conference Services in New York during the biennium 1994-1995 and during 1996 were used. Total expenditures, covering all functions performed by the staff of Conference Services, including management, were broken down into two main categories: (a) meeting, interpretation and verbatim reporting services, and (b) documentation services. Expenditures under each category were then apportioned among the seven sectors (A-G) using the percentage distribution among sectors of the number of meetings, for category (a), and of the translation/revision workload, for category (b).

5. The resulting distribution of expenditures, therefore, gives an indication of the share of total resources claimed by each sector in all areas of conference servicing activities (see tables 4 and 5 below).

Table 4

Biennium 1994-1995 - Estimated distribution, by sector, of Conference Services expenditures

(Thousands of United States dollars)

Services	Sectors							Total
	A	B	C	D	E	F	G	
Meeting, interpretation and verbatim reporting	22 753	10 054	7 937	529	5 821	1 587	4 234	53 915
Percentage	43	19	15	1	11	3	8	100
Documentation	94 810	31 603	35 321	1 859	9 295	13 013	-	185 901
Percentage	51	17	19	1	5	7	-	100
Total	117 563	41 657	43 258	2 388	15 116	14 600	4 234	238 816
Percentage	49	18	18	1	6	6	2	100

Table 5

1996 - Estimated distribution, by sector, of Conference Services expenditures

(Thousands of United States dollars)

Services	Sectors							Total
	A	B	C	D	E	F	G	
Meeting, interpretation and verbatim reporting	11 403	4 039	4 039	237	1 425	237	2 376	23 756
Percentage	48	17	17	1	6	1	10	100
Documentation	47 849	12 405	19 494	886	1 772	6 203	-	88 609
Percentage	54	14	22	1	2	7	-	100
Total	59 252	16 444	23 533	1 123	3 197	6 440	2 376	112 365
Percentage	53	14	21	1	3	6	2	100